



**Securities and Exchange Commission of Pakistan**  
**63-NIC Building, Blue Area, Islamabad**  
**(Support Services Division)**  
**(Administration Department)**  
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**Subject: Consultancy Services for IT Department**

The Commission intends to hire consultancy services for IS&T (IT) Department of SECP, for the duration of one month.

Detailed “**Scope of Work**” of said requirement is attached as Annex “A”.

**Terms & Conditions**

- **Prices** must be inclusive of all taxes applicable by Govt. of Pakistan for one month, however, in case of extension of duration of services, price of following month(S) may be quoted.
- **Quotation Validity** Minimum 30 days from the quoted date.
- **Bid/Quotation Submission Time** as per deadline specified on SECP Website OR 5 days of uploading of this RFQ on SECP Website.
- **Purchase Order:** Services will be acquired by issuing a Purchase Order to the best evaluated firm/consultant.
- **Duration of Services:** Time period of required services is one month and may be extended for another month or any time period mutually agreed between the selected firm/consultant and the Commission.
- **Invoice Processing:** Invoices against subject services will be processed for payment after verification by IS&T (IT) Department.
- **Service Satisfaction:** In case, services of selected firm are not as per requirement then Commission may cancel the issued Purchase Order and reserves the right to make or does not make any payment to the selected firm/consultant in this case.

**If you are interested, you may submit sealed quotation for the above item/services to the undersigned SECP, 63-NIC Building, Jinnah Avenue, Blue Area, and Islamabad within the specified period.**

An early and quick response will be highly appreciated.

With best regards,

M. Ubaidullah Khalid  
Assistant Director (Admin)

## **IT Consultant: Scope of Work**

### **GENERAL:**

- Review administrative and operational structure of IS&T in light of best practices and give suggestions for improvement keeping in mind balance between control/security and efficiency.
- Review adequacy of information security measures in place; prepare a comprehensive information security policy covering IS&T and other employees of the SECP, and put in place a compliance mechanism along with MIS for senior management.
- Identify areas of IS&TD that require SOP / System Manuals / documentary control and assist in developing these SOPs/ System Manuals etc.
- Conduct technical evaluation of ongoing and future IT projects and provide input and suggestions to the management in particular as to the cost benefit analysis of these projects.
- Provide technical assessment and appropriate suggestion on procurement of IT assets.
- Assist management in overseeing day to day affairs of IS&TD.
- Any other task that may be assigned from time to time by the management.

### **SPECIFIC:**

- Assist in conducting third party IT audit.
- Oversee DRC test run and help in preparation of manuals for future reference.
- Overseeing retirement of old storage facility, data deletion and hand over to vendor.
- Technical and need assessment of various software licenses and suggest for their renewal / more cost effective alternatives.